

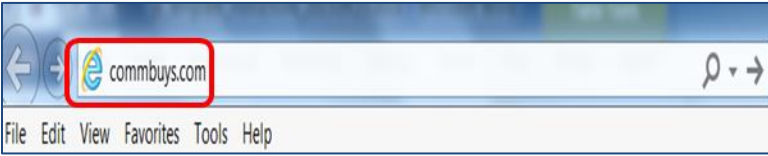
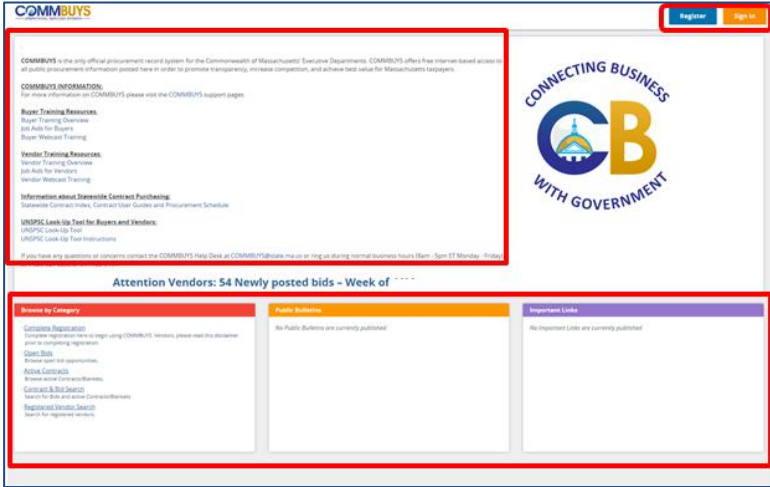
Job Aid: Basic COMMBUYS Navigation

This Job Aid shows how to:

- Navigate common features in COMMBUYS

Of Special Note:

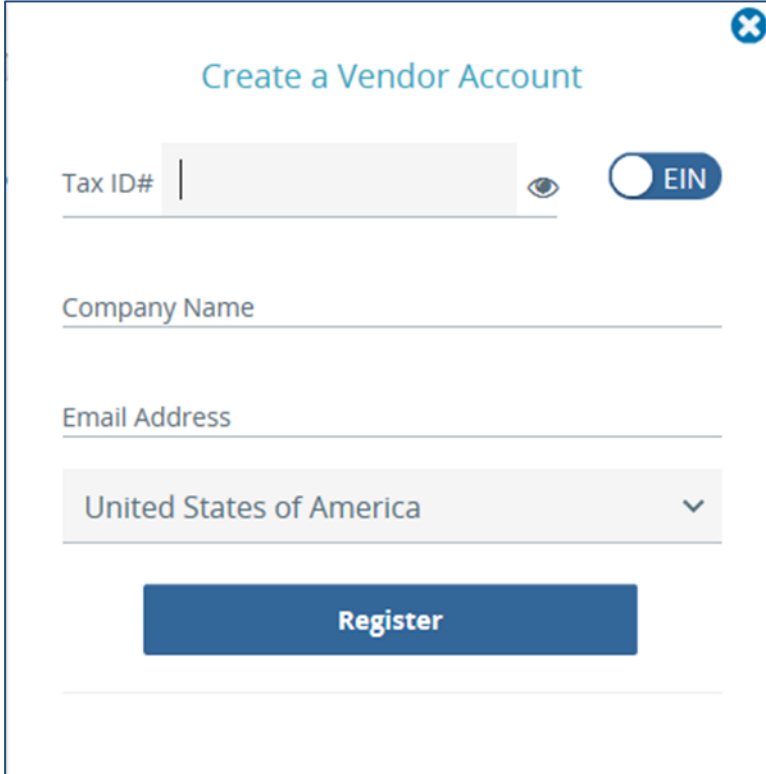
This job aid provides basic COMMBUYS navigation, with key icons, fields, and functionality to support the use of the system.

| Screenshot | Directions |
|---|---|
|  | <p>1. COMMBUYS URL</p> <p>Enter the uniform resource locator (URL) address for COMMBUYS (https://www.commbuys.com) or (commbuys.com) in your browser.</p> |
|  | <p>2. COMMBUYS Landing Page</p> <p>The COMMBUYS landing page displays. It contains three distinct sections:</p> <ul style="list-style-type: none"> • Top section containing the Register and Sign In buttons • Center section containing hyperlinks for COMMBUYS support, buyer and vendor training resources, Statewide Contract (SWC) purchasing information, United Nations Standard Products and Services Code (UNSPSC) look up, and the Help Desk. • Bottom section containing boxes with hyperlinks for category browsing, public bulletins, and important links. |
|  | <p>3. COMMBUYS Landing Page: Top Section - Register and Sign In buttons</p> <p>Vendors may register as a seller in COMMBUYS by clicking the Register button. Users may sign into COMMBUYS by clicking on the Sign In button.</p> |

Job Aid:

Basic COMMBUYS Navigation

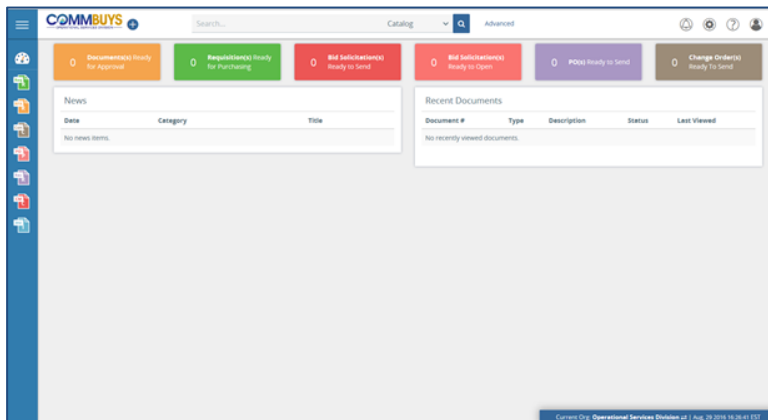
Screenshot



Directions

4. Vendor Registration Screen

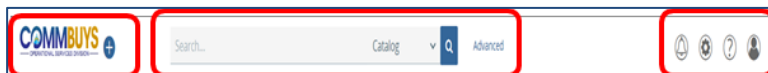
Clicking the **Register** button displays the Vendor Registration screen in which vendors can register to create an account in COMMBUYS.



5. COMMBUYS Main Menu

Clicking the **Sign In** button displays the COMMBUYS Main Menu. The Main Menu contains the following sections:

- Header bar
- Document status boxes
- Left side icon bar
- News box
- Recent documents box
- Footer bar




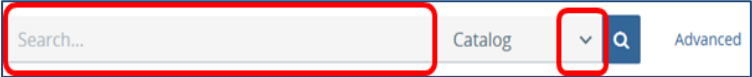
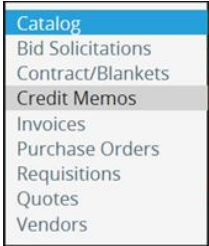


6. Header Bar

The header bar includes the COMMBUYS logo, Add Documents (plus sign) icon, search box, and the top icons.


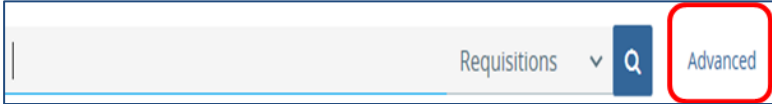
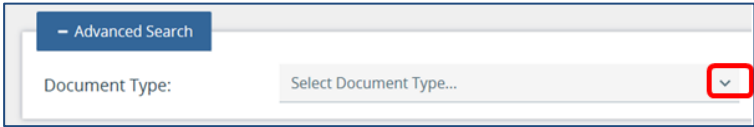
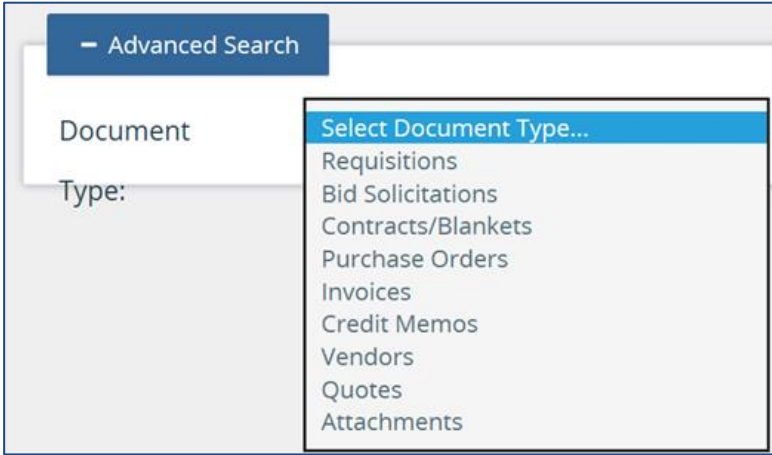

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| Screenshot | Directions |
|---|---|
|  | <p>7. COMMBUYS Logo</p> <p>Clicking the COMMBUYS Logo from anywhere in the application returns you to this Main Menu.</p> |
|  | <p>8. Add Documents Icon</p> <p>Clicking this “Plus sign” icon displays a dropdown menu of document types.</p> |
|  | <p>9. Add Documents Dropdown Menu</p> <p>Selecting from this dropdown menu displays a screen from which you can initiate creation of a document type.</p> |
|  | <p>10. Search Box</p> <p>The Search box allows you to search for documents. Enter the search criterion in the box where Search... is displayed, then choose the document type by selecting the down arrow next to the blue magnifying glass icon.</p> |
|  | <p>11. Search Box Dropdown Menu</p> <p>The dropdown menu allows you to select the document type in which to search.</p> |

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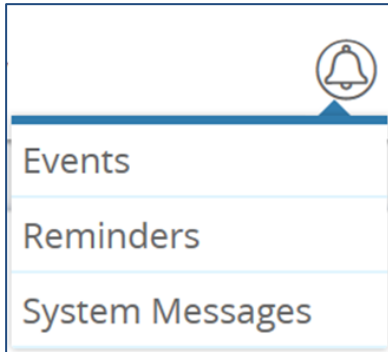
| Screenshot | Directions |
|---|--|
|  | <p>12. Magnifying Glass Icon</p> <p>After selecting the document type, click on the magnifying glass icon to search.</p> |
|  | <p>13. Advanced Search Hyperlink</p> <p>Clicking the Advanced hyperlink displays the Advanced Search box.</p> |
|  | <p>14. Advanced Search Box</p> <p>Click the down arrow in the Select Document Type... box to select the document type in which to perform the advanced search.</p> |
|  | <p>15. Advanced Search Dropdown Box</p> <p>The Advanced Search dropdown box displays the document types in which to search.</p> |
|  | <p>16. Header Bar Icons</p> <p>The Header Bar icons are from left to right:</p> <ul style="list-style-type: none"> • Alerts • Settings • Help • Account |

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Screenshot

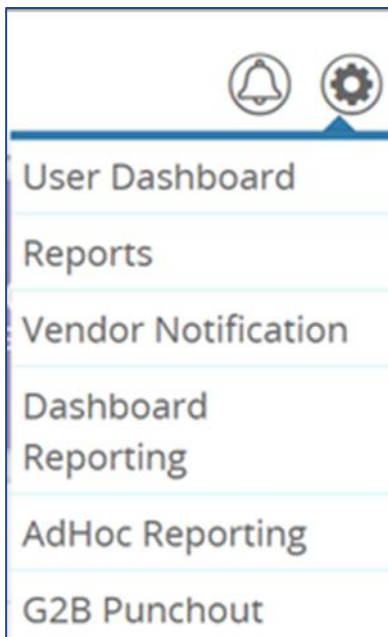
Directions



17. Alerts Icon

Clicking the **Alerts** icon displays a dropdown menu for:

- Events
- Reminders
- System Messages



18. Settings Icon

Clicking the **Settings** icon displays a dropdown menu for:

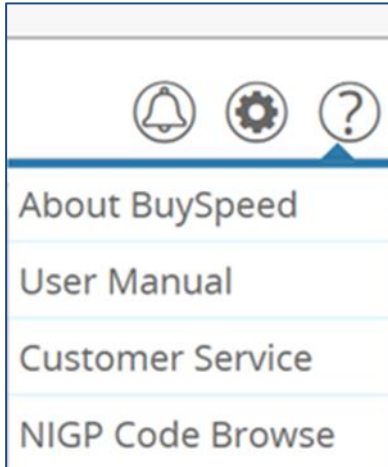
- User Dashboard
- Reports
- Vendor Notification
- Dashboard Reporting
- AdHoc Reporting
- G2B Punchout

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Screenshot

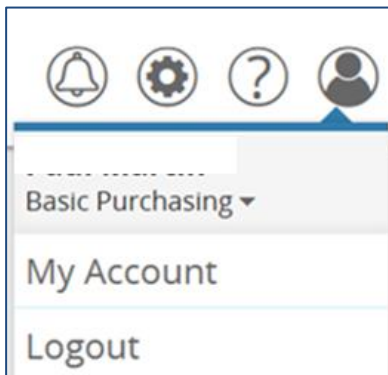
Directions



19. Help Icon

Clicking the **Help** icon displays a dropdown menu for:

- About Buy Speed
- User Manual
- Customer Service
- Commodity Code Browse (UNSPSC)



20. Account Icon

Clicking the **Account** icon displays a dropdown menu for:

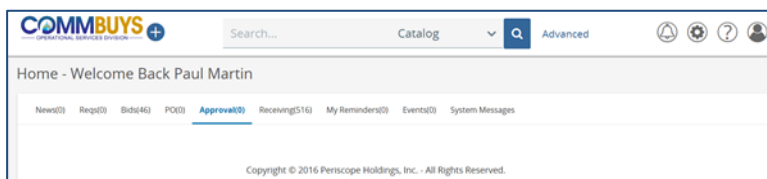
- My Account
- Logout



21. Document Status Boxes

Clicking the Document Status boxes allows you to search for particular documents in various stages of status. The status boxes include:

- Document(s) Ready for Approval
- Requisition(s) Ready for Purchasing
- Bid Solicitation(s) Ready to Send
- Bid Solicitation(s) Ready to Open
- PO(s) Ready to Send
- Change Order(s) Ready to Send



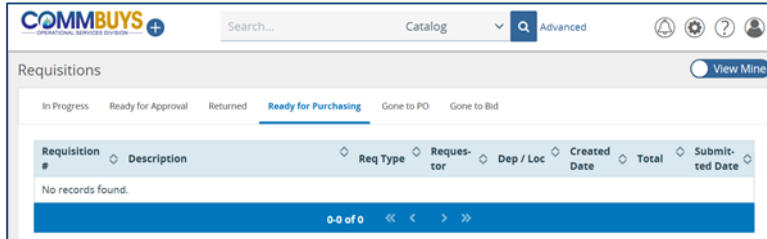
22. Document(s) Ready for Approval Screen

Clicking the **Document(s) Ready for Approval** box displays the Home screen with Approvals underlined and highlighted.

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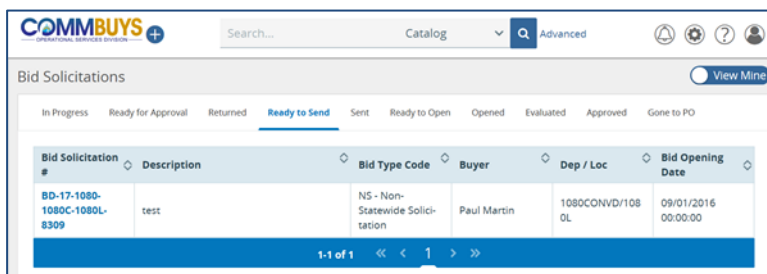
Screenshot

Directions



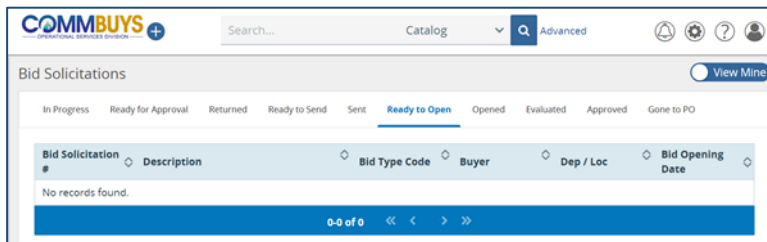
23. Requisition(s) Ready for Purchasing Screen

Clicking the **Requisitions Ready for Purchasing** box displays the Requisitions screen with Ready for Purchasing underlined and highlighted.



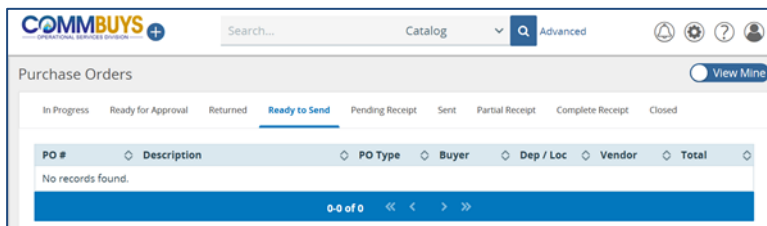
24. Bid Solicitation(s) Ready to Send Screen

Clicking the **Bid Solicitation(s) Ready to Send** box displays the Bid Solicitation screen with Ready to Send underlined and highlighted.



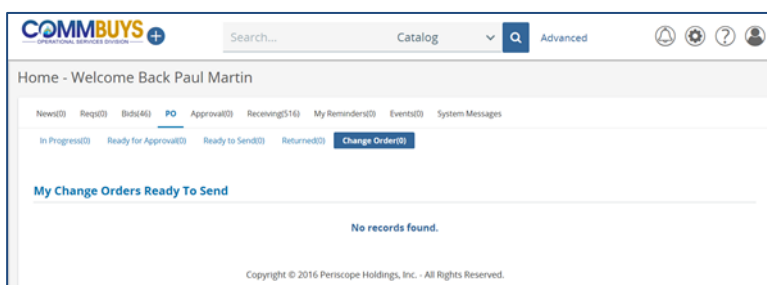
25. Bid Solicitation(s) Ready to Open Screen

Clicking the **Bid Solicitation(s) Ready to Open** box displays the Bid Solicitation screen with Ready to Open underlined and highlighted.



26. PO(s) Ready to Send Screen

Clicking the **PO(s) Ready to Send** box displays the Purchase Orders screen with Ready to Send underlined and highlighted.



27. Change Order(s) Ready to Send Screen

Clicking the **Change Order(s) Ready to Send** box displays the Home screen with PO underlined and highlighted and Change Order(s) highlighted in the sub menu.

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Screenshot

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28. Left Side Icon Bar

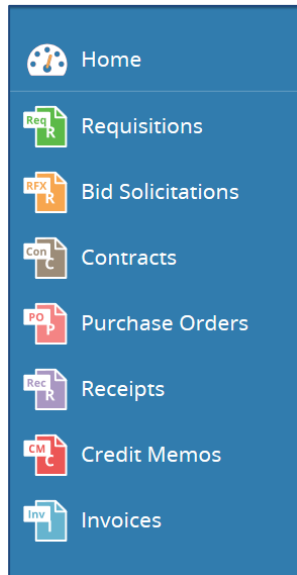
The left side icon bar displays icons for:

- More
- Home
- Requisitions
- Bid Solicitations
- Contracts
- Purchase Orders
- Receipts
- Credit Memos
- Invoices

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Screenshot

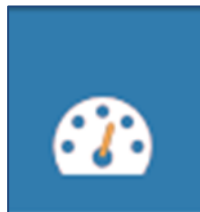
Directions



29. More Icon

Clicking the **More** icon expands the left side Icon bar. This expansion includes a description for each icon.

When the icon bar expands, the More icon becomes a left arrow. Clicking the left arrow contracts the left side Icon bar back to its original form.

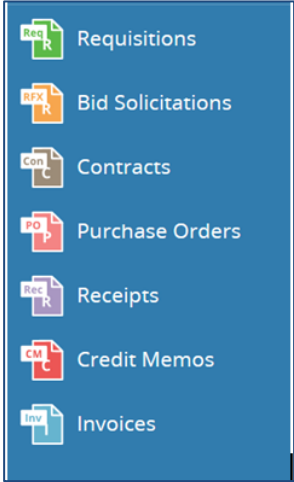
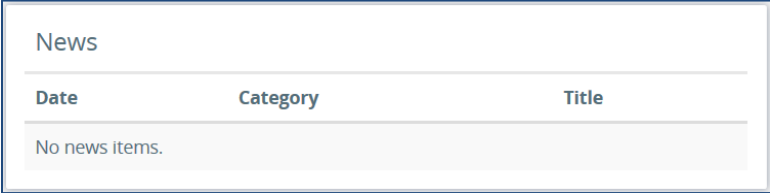
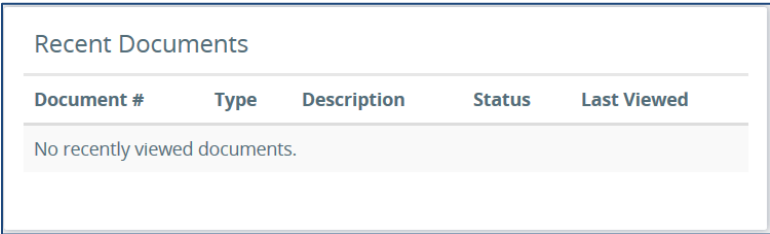
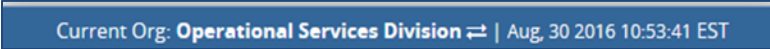


30. Home Icon

Clicking the **Home** icon returns you to the Main Menu screen.

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| Screenshot | Directions |
|---|--|
|  <p>A vertical blue menu bar on the left side of the screen. It contains seven items, each with a document icon and a label: Requisitions (green icon with 'Req'), Bid Solicitations (orange icon with 'B'), Contracts (brown icon with 'C'), Purchase Orders (red icon with 'PO'), Receipts (purple icon with 'R'), Credit Memos (red icon with 'CM'), and Invoices (blue icon with 'Inv').</p> | <p>31. Left Side Icons</p> <p>Clicking the remaining left side icons displays document type screens in the same fashion as clicking on the Document Status Boxes.</p> |
|  <p>A white box with a blue border. It has a title 'News' at the top. Below the title is a table with three columns: 'Date', 'Category', and 'Title'. The table is empty, and the text 'No news items.' is displayed at the bottom.</p> | <p>32. News Box</p> <p>The News box which is located below the Document Status Boxes displays news updates about the system.</p> |
|  <p>A white box with a blue border. It has a title 'Recent Documents' at the top. Below the title is a table with five columns: 'Document #', 'Type', 'Description', 'Status', and 'Last Viewed'. The table is empty, and the text 'No recently viewed documents.' is displayed at the bottom.</p> | <p>33. Recent Documents Box</p> <p>The Recent Documents box lists documents that you have most recently reviewed.</p> |
|  <p>A dark blue horizontal bar at the bottom of the screen. It contains the text 'Current Org: Operational Services Division' followed by a double-headed arrow icon, and then the date and time 'Aug. 30 2016 10:53:41 EST'.</p> | <p>34. Footer Bar</p> <p>The Footer bar displays the name of the organization you are currently logged into, the date, and the current time.</p> |

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35. COMMBUYS Landing Page – Center Section

The center section of the landing page contains hyperlinks for:

- Buyer Training Resources
- Vendor Training Resources
- Information about Statewide Contract (SWC) Purchasing
- United Nations Standard Products and Services Code (UNSPSC) Look-Up Tool for Buyers and Vendors

COMMBUYS INFORMATION:

For more information on COMMBUYS please visit the [COMMBUYS](#) support pages.

36. COMMBUYS Support Hyperlink

Clicking this hyperlink brings you to OSD's COMMBUYS support pages.

Buyer Training Resources:

Buyer Training Overview
Job Aids for Buyers
Buyer Webcast Training

37. Buyer Training Resources

The Buyer training hyperlinks include:

- An overview of Buyer training including the training schedule and a link to class registration
- Buyer job aids arranged by category
- Buyer training webcasts

Vendor Training Resources:

Vendor Training Overview
Job Aids for Vendors
Vendor Webcast Training

38. Vendor Training Resources

The Vendor training hyperlinks include:

- An overview of Vendor training including the training schedule and a link to class registration
- Vendor job aids arranged by category
- Vendor training webcasts

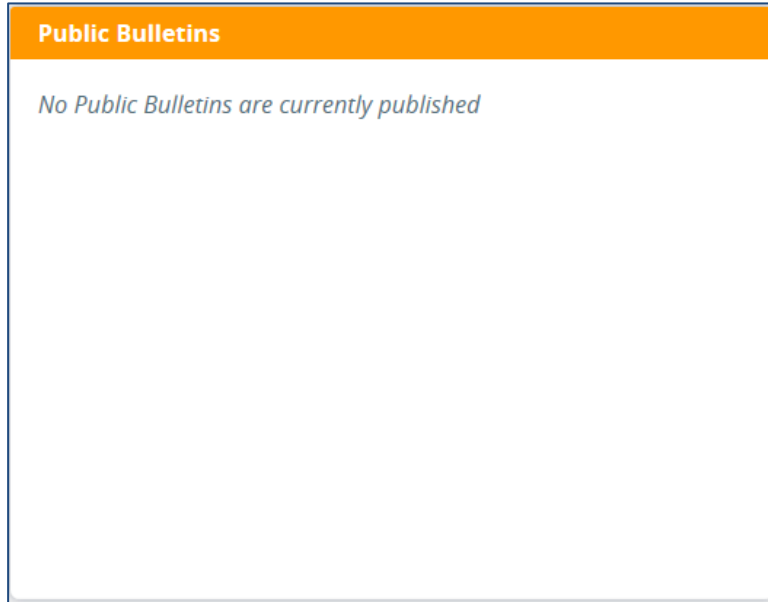
Job Aid: Basic COMMBUYS Navigation

| Screenshot | Directions |
|--|--|
| <p><u>Information about Statewide Contract Purchasing:</u> Statewide Contract Index, Contract User Guides and Procurement Schedule</p> | <p>39. Information about Statewide Contract Purchasing</p> <p>The SWC Purchasing hyperlink takes you to OSD's <i>Buy From a Statewide Contract</i> page with hyperlinks to the Statewide Contract Index, Contract User Guides, and the Procurement Schedule.</p> |
| <p><u>UNSPSC Look-Up Tool for Buyers and Vendors:</u> UNSPSC Look-Up Tool UNSPSC Look-Up Tool Instructions</p> | <p>40. UNSPSC Look-Up Tool for Buyers and Vendors</p> <p>The UNSPSC Look-Up Tool is an Excel sheet designed to assist in finding commodity codes for vendors. The second hyperlink is a set of instructions to assist you in using the tool.</p> |
| <p>If you have any questions or concerns contact the COMMBUYS Help Desk at COMMBUYS@state.ma.us or ring us during normal business hours (8am - 5pm ET Monday - Friday) at 1-888-627-8283 or 617-720-3197.</p> | <p>41. COMMBUYS Help Desk Email Hyperlink</p> <p>Clicking this hyperlink instantly connects you to the COMMBUYS Help Desk email account.</p> |
| <p>Browse by Category</p> <ul style="list-style-type: none"> - Complete Registration Complete registration here to begin using COMMBUYS. Vendors, please read this disclaimer prior to completing registration. - Open Bids Browse open bid opportunities. - Active Contracts Browse active Contracts/Blankets. - Contract & Bid Search Search for Bids and active Contracts/Blankets. - Registered Vendor Search Search for registered vendors. | <p>42. Browse By Category Box</p> <p>The Browse by Category box includes hyperlinks for:</p> <ul style="list-style-type: none"> • Vendors to complete their registration by entering in their vendor number and email address • A listing of open bids in COMMBUYS • A listing of active contracts in COMMBUYS • A search box to assist in finding either contracts or bids in COMMBUYS • A search box to assist in finding vendors registered in COMMBUYS |

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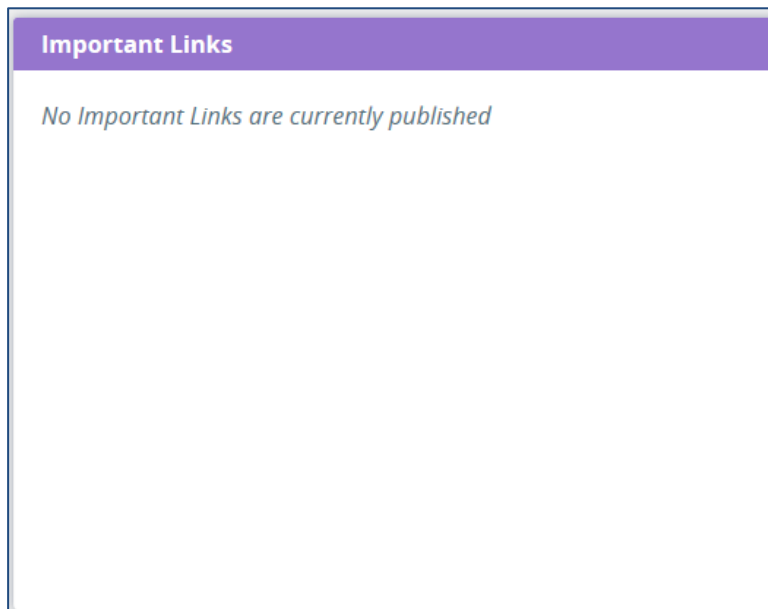
Screenshot

Directions



43. Public Bulletins Box

The Public Bulletins Box displays any bulletins published for system users.



44. Important Links Box

The Important Links box displays hyperlinks provided to users.